

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
**JOB OPPORTUNITY**  
Greater Bridgeport Community Mental Health Center  
Dietitian Co-occurring Unit SW79130

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Public

**Location:** Greater Bridgeport Community Mental Health Center, 1635 Central Avenue, Bridgeport, CT

**Program/Unit:** Co-occurring Unit

**Salary:** \$44,359.00 - \$60,188.00

**Shift/Schedule/Hours:** 1st 8:30 am - 4:00 pm, four days per week, rotating weekends, 28 hours /week

**Posting Date:** August 21, 2015

**Closing Date:** August 29, 2015

**Duties included but not limited to:** This position plans and coordinates clinical workflow of food service line area and determines priorities; schedules, assigns, oversees and reviews staff; establishes and maintains service line area procedures; collaborates with instructors for education programs; counsels employees; conducts or assists in conducting performance evaluations; follows procedures to implement nutritional care of patients/clients on special diets; receives and interprets oral and written diet orders and indicates appropriate applications; calculates and specifies to food service workers amounts of food required for therapeutic diets and tray service; takes inventory and may assist with the ordering of food and supplies; supervises serving and distribution of trays to patient care units by making sure proper special diet coincides with tray ticket; monitors food quality, accuracy of therapeutic diets and food temperature; keeps accurate records of diet orders and trays delivered, patient food preferences and diet changes on a daily basis; communicates with management personnel of dietary department, nursing personnel and other departments as needed; maintains proper safety, sanitation and cleanliness of kitchen area and eating utensils; may operate and maintain computerized patient dietary card file; performs related duties as required.

**General Experience:** Registration as a Registered Dietitian (RC) through the Commission on Dietetic Registration and certification as a Dietitian issued by the Connecticut State Department of Public Health in accordance with Connecticut General Statutes Section 20-206n and 20-206r.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of relevant state and federal laws and regulations; knowledge of food values and dietetic principles; knowledge of human physiology; knowledge of principles and practices of food production and services; knowledge of Joint Commission regulations and standards; interpersonal skills; oral and written communication skills; ability to independently plan and coordinate the delivery of nutritional services; ability to utilize computer software.

**Special Experience:**

1. Incumbents in this class must possess and retain registration as a Registered Dietitian (RD) through the Commission on Dietetic Registration.
2. Incumbents in this class must possess and retain certification as a Dietitian issued by the Connecticut State Department of Public Health in accordance with Connecticut General Statutes Section 20-206n and 20-206r.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class may be required to travel

**Substitution Allowed:** Completion of courses approved by the American Dietetic Association which satisfy the requirements' for an Associate's Degree in Dietary Technology may be substituted for the General Experience.

**Physical Requirement:** Incumbents in this class must possess adequate physical strength, stamina, physical agility and visual and auditory acuity and retain such physical fitness as to be able to perform the duties. Incumbents must be free from communicable diseases. Incumbents may be required to take a physical examination.

**Working Conditions:** Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from patients and/or clients.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Interested and qualified candidates who meet the above requirements must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

[PLEASE SEND APPLICATIONS TO:](#)  
[Southwest Connecticut Mental Health System](#)  
[Human Resources, 1635 Central Avenue, Bridgeport CT 06610](#)  
[Fax: \(203\) 551-7674](#)  
[Email: SWCMHS.recruit@ct.gov](#)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.